

THE DEPARTMENT OF LIQUOR LICENSES AND CONTROL PLANNING GUIDELINES FOR YOUR SUPER BOWL PARTY

With just 90 days until Super Bowl Sunday, don't fool yourself, its crunch time. You have officially waited until the last minute to apply for the proper liquor licenses for your Super Bowl bash. The Department of Liquor Licenses and Control is poised to process thousands of liquor license applications and offers these planning guidelines to help you have a responsible and successful Super Bowl celebration.

If you, or your business organization, are hosting a Super Bowl event that offers alcoholic beverages to your guests, be sure to have the required liquor licenses. Super Bowl falls on Sunday, February 3rd. 90 days to complete the liquor licensing process is cutting it mighty close because you not only need a license from the state, but chances are great that you'll need a second license from the city or town where you'll be serving alcohol.

The Special Event Liquor License and Temporary Extension of Premises Permit will be in high demand. **To determine which application you need to fill out today**, match your circumstances with the following criteria:

Special Event Liquor License

- a) you are one of the following types of organization:
 - charitable, civic, religious,
 - fraternal, political party,
 - ballot measure or
 - campaign committee
- b) you have a non-profit/I.R.S. Tax Exempt Number,
- c) your guests will be asked to pay for any of the following:
 - food, alcohol, donations of any kind,
 - retail, promotional, or auctioned items

Temporary Extension of Premises Permit

- a) you own an active Arizona liquor license,
- b) you will be serving or selling liquor outside of the area of service as defined in your currently active license application.

- d) you are purchasing, supplying, or pouring liquor you have purchased from someone other than the liquor licensed venue where your party is being held,
- e) you require a temporary liquor license lasting 10 days or less

**The State Department of Liquor Licenses and Control
Licensing Time-frames**

License Type	Legal Authority	Administrative Completeness Review Time-frame	Substantive Review Time-frame	Overall Time-frame	Cost
Extension of Premises/Patio Permit	A.A.C. R19-1-311	10 Days	20 Days	30 Days	N/A
Special Event	A.R.S. § 4-203.02(B)	10 Days	20 Days	30 Days	\$25 per day

Process to apply for a Special Event Liquor License

If your Super Bowl party circumstances match the criteria for a Special Event Liquor License, follow this process:

- 1) Pick up an application for a special event license from the state Department of Liquor Licenses and Control:

Walk in application:
Department of Liquor Licenses & Control
800 W. Washington St., 5th Floor
Phoenix, Arizona 85007
602-542-5141

Download application:
www.azliquor.gov
click on "licensing"
select "licensing forms"
select "special event"

- 2) time is critical now, so immediately complete the application and follow all instructions for both state and the city, town or county where your party will be held – **in most cases you will need two licenses; one license issued by the state and a second license issued by the city, town or county. Some cities, towns and counties may require up to 60 days advance notice of event.**
- 3) apply for the licensing required by the city, town or county, where the special event is to take place.
- 4) immediately, upon approval of both state and city, town or county applications, follow instructions to receive your licenses.

Cost: \$25 per day

Arizona statutes and regulations that apply: ARS 4-203.02, 4-244, 4-261; Rule R19-1-214, R19-1-244, R19-1-250.

Process to apply for a Temporary Extension of Premises Permit

If you own an active Arizona liquor license and want to temporarily extend the area where alcohol is served beyond the boundaries disclosed in your application, follow this process:

- 5) Pick up an application for a Temporary Extension of Premises Permit from the state Department of Liquor Licenses and Control:

Walk in application:
Department of Liquor Licenses & Control
800 W. Washington St., 5th Floor
Phoenix, Arizona 85007
602-542-5141

Download application:
www.azliquor.gov
click on "licensing"
select "licensing forms"
select "extension of premises patio permit"

- 6) time is critical now, so immediately complete the application and follow all instructions for both state and the city, town or county where your party will be held – **in most cases you will need two licenses; one license issued by the state and a second license issued by the city, town or county. Some cities, towns and counties may require up to 60 days advance notice of event.**

- 7) apply for the licensing required by the city, town or county, where the special event is to take place.
- 8) immediately, upon approval of both state and city, town or county applications, follow instructions to receive your licenses.

Cost: There is no cost for a Temporary Extension of Premises Permit.

Arizona statutes and regulation that apply: R19-1-311, ARS 4-244.31, 4-244.20, 4.207.01.

For licensing questions call: 602-542-5141

For all other questions call Lee Hill: 602-364-1936

The Department of Liquor Licenses and Control encourages anyone responsible for hosting a Super Bowl party to be familiar with the following Arizona liquor laws.

It is unlawful:

1. For a person to buy for resale, sell or deal in spirituous liquors in this state without first having procured a license duly issued by the board.
 2. For a person to sell or deal in alcohol for beverage purposes without first complying with this title.
 3. For a distiller, vintner, brewer or wholesaler knowingly to sell, dispose of or give spirituous liquor to any person other than a licensee except in sampling wares as may be necessary in the ordinary course of business except in donating spirituous liquor to a nonprofit organization which has obtained a special event license for the purpose of charitable fund raising activities or except in donating spirituous liquor with a cost to the distiller, brewer or wholesaler of up to one hundred dollars in a calendar year to an organization that is exempt from federal income taxes under section 501 (c) of the internal revenue code and not licensed under this title.
- 13 (e) An unpaid volunteer of a special event licensee under section 4-203.02 may purchase and consume spirituous liquor while not engaged in waiting on or serving spirituous liquor to customers at the special event. This subdivision does not apply to an unpaid volunteer whose responsibilities include verification of a person's legal drinking age, security or the operation of any vehicle or heavy machinery.

R19-1-309. Special Event License

- A. An applicant for a Special Event License shall make application on a form prescribed by the Department. The application form shall be filed with the local authority for approval or denial. Applications approved by the local authority will be reviewed by the Director. If the applicable requirements of A.R.S. Title 4 are met, the Director shall issue a Special Event License. The application form may be approved and validated by the Department and a copy returned to the local governing authority and the applicant.
- B. Qualifying organizations as defined in A.R.S. § 4-203.02(B) may be granted a Special Event license for no more than 10 days in a calendar year. Events shall be held on consecutive days and at the same location or additional licenses will be required. A Special Event License authorizes the sale of spirituous liquor for the period authorized on the and is automatically terminated upon closing of the last day of the event or the expiration of the license, whichever occurs 1st.

R19-1-228. Exceptions to General Rule

- A. The following are exceptions in which producers/wholesalers may furnish to the retailer something of value, as long as the retailer is not induced to purchase spirituous liquor from the producer/wholesaler to the exclusion, in whole or in part, of spirituous liquor sold or offered for sale by other persons.
- B. Licensed special events
 - 1. A producer/wholesaler may participate in an event at which liquor is sold by furnishing advertising, sponsorship, services, or other things of value as long as:
 - a. The event has been issued a special event license.
 - b. The special event license was issued to a civic, religious, or fraternal group, but not a political group.
 - c. If the event is being held at a location that is a licensed retail location nothing of value is left at the location or given to the retailer or retail employees at or following the event.
 - 2. A producer/wholesaler may donate, but not sell directly to the group issued the special event license as long as it is not a political group. If the special event licensee is buying spirituous liquor at retail to resell, the wholesaler may invoice the sale through a retailer following completion of the event.
 - 3. At a location issued a special event license spirituous liquor sales may be handled in the following ways:
 - a. In the case of an otherwise unlicensed location the nonprofit group is responsible for sales of spirituous liquor.
 - b. In case of a licensed retail location one of the following may occur:

- i. During the special event the regular licensee ceases all sales of spirituous liquor and the nonprofit group is responsible for all sales of spirituous liquor.
- ii. During the special event the regular licensee conducts all dispensing/serving under the regular retail license and the nonprofit group does none. The regular licensee is responsible for proper service. The liquor dispensed is that purchased by the retailer from the wholesaler.
- iii. During the special event the regular licensee conducts all dispensing/serving under the special event license and the nonprofit group does none. The regular licensee and the special event licensee are responsible. The spirituous liquor dispensed is that purchased/donated by/to the special event licensee.
- iv. During the special event the licensed location is split into an area in which the regular licensee exclusively dispenses and is responsible for all spirituous liquor sales and another separate area in which the nonprofit group exclusively dispenses and is responsible for all spirituous liquor sales.

E. Refrigerated vehicles. A producer/wholesaler may furnish a refrigerated vehicle for an event at a licensed or unlicensed location if a special event license has been obtained for the event. If there is no special event license no approval is granted. The vehicle may be used for storage and dispensing, but no producer/wholesaler personnel may dispense.